

Soil and Water Conservation Commission Cost Share Committee

October 8, 2012: 8:30am

<https://denr.ncgovconnect.com/cscommittee/>

[\(919\)250-4221](tel:(919)250-4221)

Meeting Minutes

Attendees: Vicky Porter, Davis Ferguson, Jennie Hauser, Kelly Ibrahim, Julie Henshaw, Brian Chatham, Charles Bass, Ken Parks, Lisa Fine, Pat Harris, David Williams

Information items

1. Commission action: adopted delegating authority to revise policies for those where only a program name change is required.
2. Discuss how to introduce manual revisions. The following policies were revised at our last meeting:
 - a. Introducing new or revised BMPs to a cost share program
 - b. Cost share program contracts on government-owned property
 - c. Prohibition of post-approval of contracts
 - d. Supervisor involvement in spot checks for cost share program contracts
 - e. Program year due dates

Take manual policies by section to the commission. At the November meeting, we will present revisions to policies in the District Board of Supervisors Roles and Responsibilities Section

Action items

1. Approval of August 2012 meeting minutes – approved by consensus
2. Develop guidance for districts on steps to take for the following situations:
 - a. Cooperator experiences foreclosure
 - i. Contact cost share specialist with cooperator name and contract number
 - ii. Review information provided by Jennie regarding foreclosure and death. Draft a checklist – identify information needed for AG's compliance officer to pursue.
 - iii. No avenue to return equipment; cooperator could repay.
 - iv. Have to wait until the foreclosure is final before a claim can be made.
 - b. Cooperator passes away
 - i. Contact cost share specialist with cooperator name and contract number
 - ii. Develop checklist.

3. Draft policy revisions for consideration:
 - a. DISTRICT BOARDS' RESPONSIBILITY IN TECHNICAL AND FINANCIAL ASSISTANCE DISTRIBUTION
 - b. DISTRICT SUPERVISORS REQUIREMENTS FOR COST SHARE PROGRAMS
 - c. DISTRICT SUPERVISOR USE OF AGRICULTURE COST SHARE PROGRAM FUNDS

Develop a draft strategy plan policy for consideration – include in a new policy in the Program Development & Eligibility section

1. Supervisors must develop Strategy Plans that:
 - a. Includes a prioritized list of resource concerns for the district.
 - b. Determine how available programs and technical assistance resources can be applied to address priority concerns
 - c. Explains the district's outreach strategy to all potential applicants for priority resource concerns.
 - d. Explains the strategy for informing and involving the public in district business.
 - e. Highlights needs for funds/staff, including funds and staff that might be obtained through grants.
 - f. Defines the process for prioritizing applications for selection, and ensures that the process is free of bias.
2. These Strategy Plans are submitted to the Commission which in turn allocates funds to the Districts based on their proportional needs.
4. Review of technical assistance online survey
The following revisions to questions in the survey were completed as described below.

How should the technical capabilities of the employee be evaluated **considered?** *

- ☐ Job approval authority obtained
- ☐ Technical specialist designation
- ☐ Certified conservation planner
- ☐ Other:
-

Would your district support a tiered funding approach for technical assistance based on set criteria (examples may include additional technical assistance allocations based upon: employee technical capabilities, types of practices contracted, meeting goals of strategy plan, others)? *

- ☐ Yes
- ☐ No
- ☐ Other:

Presently, the commission places top priority on funding one technical employee per district, regardless of workload. The commission only considers funding for additional technical employees per district after all districts requesting technical assistance have ? *

Presently, describe how the commission funds districts with multiple FTEs. How should technical assistance funding be linked to district cost share performance *

Should every district technical employee receive the same cost share technical assistance allocation regardless of salary, experience, and capabilities? *

Consider hosting listening sessions or introducing this topic at the spring meetings and the CET.

5. Review of financial assistance allocation parameters

- Current rule: [02 NCAC 59D .0103 ALLOCATION GUIDELINES AND PROCEDURES](#) (click for weblink)
- [August 2010 draft revision](#) (click for weblink)

6. Next meeting date: Friday, November 2nd – 8:30am-10:00am